

CHANGE ANNOUNCEMENT

RECORDS RETENTION PROCESS **Effective September 15, 2006**

CHANGES

We are in the process of archiving consumer records on cases that have been closed from the Employment, Employment Warranty and Transition Programs based on the Records Retention policy.

We have deleted Information and Referral cases that were terminated 3 years ago or longer. They were deleted not archived.

A Records Retention Policy has been developed and posted to VRIS. The policy also includes information on how to send files to be stored through Records Retention Center.

VRIS UPDATE

Records Retention Policy has been posted on VRIS. To locate from the Main Menu, select Operations, Records Retention for a copy of the policy.

QUEST UPDATE

1. I & R terminated cases older than 3 years have been deleted from QUEST.
2. Each year I & R terminated cases older than 3 years will be deleted from QUEST at the same time that Employment, Employment Warranty and Transition Program cases are archived.
3. Employment, Employment Warranty and Transition Program cases were archived based on the Records Retention Policy. Paper cases from FY 1999-2000 were destroyed on May 1, 2006 or shortly thereafter. The electronic QUEST records for FY 1999-2000 were archived.
4. Each year QUEST records from the Employment, Employment Warranty and Transition Programs will be archived based on the dates identified in the Records Retention Policy.

Archived record information includes:

- First and last name
- Social Security Number
- Date of Birth
- Gender
- Office where case was closed
- Impairment and cause (all if more than one)
- Successful outcome type or termination type and their previous milestone

To access archived records:

From the Find Consumer Screen enter consumer's name, SSN and/or DOB and select "Find in Archives" to view the archived data.

TEAM COMMUNICATION

Area Administrators and Office Directors should review these changes with all staff at their Team Meeting to assure understanding of the archive process.

LEADERSHIP CONTACT

Cheryl Ferree, 402.471.3652, cheryl.ferree@vr.ne.gov